

**South Carolina Department of Health and Environmental Control  
HOPWA Tenant Based Rental Assistance  
FY 2014 Grant Year**

**REQUEST FOR GRANT APPLICATIONS (RFGA)**

**CFDA Number: 14.241**

**Posting Date: November 15, 2013**

**ATTENTION! IMPORTANT DETAIL!**

**Your application must be submitted in a sealed package. (Original + 3 copies marked as "Copy")  
RFGA Number and Deadline/Closing Date (see below) must appear on package exterior.**

<b>Deadline/Closing Date for Applications:</b>	<b>January 9, 2014 By 2:30 PM EST</b>
<b>RFGA Number: FY2014-RFGA- HV-004</b>	

<b>Submit your sealed package to either of the following addresses:</b>	
<b>MAILING ADDRESS:</b> SC DHEC – Public Health Contracts Bureau of Business Management 2600 Bull Street Columbia, SC 29201	<b>PHYSICAL ADDRESS:</b> SC DHEC – Public Health Contracts Bureau of Business Management Columbia Mills Building – 4th Floor 301 Gervais Street Columbia, SC 29201 <b>See additional Physical Address Information below</b>

**Number of Copies to be submitted: One (1) original and three (3) copies marked as "Copy"**

DHEC offers this Request for Grant Applications (RFGA) for the funds administered by DHEC for the State of South Carolina from the U.S. Department of Housing and Urban Development (HUD) "Housing Opportunities for Persons with AIDS" (HOPWA) Program under a grant Disbursement Program. Acceptable applications that will be considered as part of this grant program are those that support the activities, goals and objectives as required by HUD for the HOPWA program. The use of these funds is subject to all federal and state requirements as outlined in the scope of work and funds may not be used for any other purpose. DHEC reserves the right to determine whether or not a proposal falls within the scope of services and is eligible under the stated guidelines. Applications are only accepted during the Request for Applications period and will be evaluated by independent evaluators based on award criteria stated in the solicitation.

It is the intent of the State of South Carolina, South Carolina Department of Health and Environmental Control (DHEC) to accept grant applications for one (1) agency to become a "Project Sponsor" to provide Tenant Based Rental Assistance (TBRA) services to all areas served by the State of South Carolina HOPWA program. The State of South Carolina State HOPWA Program serves all areas of South Carolina with the exception of the Columbia, Greenville, and Charleston Eligible Metropolitan Areas (EMA) which receive HOPWA funding directly from HUD and Aiken and York counties which are part of neighboring states' EMAs. The Counties to be covered with TBRA under this agreement are: Oconee, Anderson, Spartanburg, Cherokee, Union, Chester, Lancaster, Newberry, Lee, Sumter, Clarendon, Chesterfield, Marlboro, Darlington, Dillon, Florence, Marion, Horry, Georgetown, Williamsburg,

Colleton, Hampton, Jasper, Beaufort, Allendale, Barnwell, Bamberg, Orangeburg, McCormick, and Greenwood. The Project Sponsor shall use the Federal HOPWA funds administered by DHEC, to provide services to eligible persons in the same or substantially similar manner as detailed in DHEC's Action Plan submitted to HUD through the South Carolina Department of Commerce.

The anticipated amount of the award for each service area (based on current year grant funding) is as follows:

- 1) TBRA Services for the State of South Carolina service area: \$600,000

**Eligibility:** Organizations with a minimum of three years of established history of providing housing services to eligible persons with HIV/AIDS as outlined in the Scope of Services. The Project Sponsor must be located in the state of South Carolina.

**How to Apply:** See the Request for Grant Applications (RFGA) Section IV for additional details regarding information to be included with your submission. A cover letter should be included and signed by an authorized agent or other official agency personnel. Eligible applicants must submit the required documents to either the Mailing Address or Physical Address listed above.

**Deadline:** The deadline for all applications is January 9, 2014 by 2:30 P.M. EST

**Questions & Answers:** Questions will be accepted until 5:00 P.M. EST, November 25, 2013. All questions must be submitted in writing to Leigh Oden at [odenl@dhec.sc.gov](mailto:odenl@dhec.sc.gov). Responses will be posted by November 27, 2013 by 5:00 PM EST.

**Available Funding Date:** Contingent upon available funds, grant anticipated to be awarded by HUD no later than April 15, 2014.

Final selection of one agency will be made and notification released on or before February 10, 2014. Final Grant Agreements will be executed to be effective when signed by the grantee and DHEC. April 1, 2014 is the anticipated start work date.

A draft copy of the Grant Agreement is attached to the RFGA.

**Budget Form for HIV AIDS Proposals:** Every application under the DHEC Reimbursement Program must be accompanied by a budget proposal which includes the budget narrative, the budget form and a statement in the cover letter that the project can be carried out for the budget requested. A budget template is included in Attachment 4 of the RFGA. Applications received without a budget proposal will be rejected and not reviewed by the review panel.

For more information about this Request for Grant Application process, please visit our website at [www.dhec.sc.gov](http://www.dhec.sc.gov).

**Additional Physical Address Information:**

Visitors arriving at 301 Gervais Street will notice construction in the front of the State Museum. Proceed to the left side of the building, following the signs to "Visitor Parking Garage." Park in the upper deck of the two-level parking garage.

Adjacent to the parking garage is a glass door with a SC DHEC logo. This entrance is locked at all times, so vendors must call DHEC's procurement receptionist at (803) 898-3501 in order to enter the building. An employee will open the door and escort the visitor to the 4<sup>th</sup> floor receptionist for their applications to be date/time stamped.

To obtain building access and have offers date/time stamped will take several minutes. The deadline for applications is identified on this Cover Page. Please plan accordingly; deadline times will not be adjusted.